

ARTHUR L. VERRET
Mayor



Office of the Mayor
CITY OF JEANERETTE
"Where Pride and Progress Begins"

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January 9, 2009

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LEGISLATIVE AUDITOR
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The Honorable John Kennedy, State Treasurer
Department of Treasury
Post Office Box 44154
Baton Rouge, Louisiana 70804-4154

Attention: Fiscal Control Division

RE: Act 511 of 2008
Agreement to Comply with the Provision
of Section 18B of Act 18 of 2007

Dear Treasurer Kennedy:

The City of Jeanerette agrees to comply with the statutory provisions of Section 18B of Act 18, the General Appropriations Act to submit a written report to the State Treasury at least every six (6) months concerning the use of the appropriation. The written report is due after December 31st and June 30th.

Each six (6) month written report shall include: Attachment 2 - Budget and Expenditure Reporting Form which reflects the current budget and the expenditures within the reporting period; Attachment 2 - Supplement (if required) - detail for expenditures in salaries, professional services, or acquisitions and major repairs; Attachment 2a - measures of performance indicating the portion of completion for each indicator provided in Attachment 3.

I understand that failure to provide the six-month reports as required will result in Treasury withholding further distributions and may require a return of any unspent distributions.

If you have any questions, please call me at (337) 276-4587.

Sincerely,

ARTHUR VERRET
MAYOR

cc: Legislative Auditor
P.O. Box 94397
Baton Rouge, LA 70804

**Narrative of the Anticipated Uses of the Appropriation
Act 511 of 2008**

Legal name of your entity: City of Jeanerette

A. In this space please provide a brief statement of the anticipated use of the appropriation.

1. Advertising: To use the funds for advertising the museum to the public via the following media:

| | |
|--------------|--------------------|
| 1. Brochures | \$ 1,250.00 |
| 2. LTPA | \$ 575.00 |
| | <u>\$ 1,825.00</u> |
2. Dues & Subscriptions: To use the funds to pay the Louisiana Attractions Association dues and LTPA subscription.
3. Office Supplies: To purchase stationary, copy paper, ink, and office supplies.
4. Maintenance & Equipment: To purchase an external disk drive printer.
5. Maintenance & Office: To purchase a laminating machine.
6. Acquisitions & Major Repairs: To pour a concrete slab.

B. The project will begin July 1, 2008. The project end date is December 31, 2009.

C. The goal(s) and objective(s) for this project is (are):

1. To increase tourism by using funds to advertise through brochures and magazines.
2. To join the Louisiana Attractions Association and to subscribe to the LTPA publication.
3. To have the proper stationary, paper, etc. to maintain the office.
4. To purchase a printer to have printing capabilities at the museum.
5. To purchase a laminating machine to preserve/laminate documents.
6. To pour a concrete slab for a hard-surfaced area for large exterior exhibits.

D. The numeric measure(s) of performance of the above objectives for this project is (are):

1. To print brochures, place bi-monthly ads in one (1) area magazine.
2. To join one (1) association and subscribe to an annual (12 month) subscription of LTPA.
3. To purchase stationary, copy paper, ink supplies, and office supplies by 10% more than current level.
4. To purchase one (1) external disk drive printer.
5. To purchase one (1) laminating machine.
6. To pour one (1) concrete slab.

Act 18 of 2007 - Stat. Ded.


Attachment 2

Budget and Expenditure Reporting Form for City of Jeanerette (entity's legal name), Jeanerette Museum (appropriation name, if different) for the period July 1, 2008 to June 30, 2009 (estimated date of completion of the project)

| | Budget (see note below) | Actual Exp. 7-1-08 to 12-31-08 | Actual Exp. 1-1-09 to 6-30-2009 | Actual Exp. 7-1-09 to 12-31-2009 |
|---|----------------------------|--------------------------------------|---------------------------------------|--|
| Appropriation from the State Treasury (1) | \$ 10,125.00 | \$ 10,125.00 | \$ | \$ |
| Use of the Appropriation: | | | | |
| Salaries (2) | \$ | \$ | \$ | \$ |
| Related benefits | \$ | \$ | \$ | \$ |
| Travel | \$ | \$ | \$ | \$ |
| Operating Services: | | | | |
| advertising | \$ 1,825.00 | \$ 0.00 | \$ | \$ |
| printing | \$ | \$ | \$ | \$ |
| maintenance of equipment | \$ 800.00 | \$ 0.00 | \$ | \$ |
| maintenance of office | \$ 200.00 | \$ 0.00 | \$ | \$ |
| rentals | \$ | \$ | \$ | \$ |
| dues and subscriptions | \$ 465.00 | \$ 0.00 | \$ | \$ |
| telephones | \$ | \$ | \$ | \$ |
| postage | \$ | \$ | \$ | \$ |
| utilities | \$ | \$ | \$ | \$ |
| other | \$ | \$ | \$ | \$ |
| Office supplies | \$ 535.00 | \$ 0.00 | \$ | \$ |
| Professional Services (2) | \$ | \$ | \$ | \$ |
| Other charges (2) | \$ | \$ | \$ | \$ |
| Acquisitions and Major Repairs (2) | \$ 6,300.00 | \$ 0.00 | \$ | \$ |
| Total use of appropriation | \$ 10,125.00 | \$ 0.00 | \$ | \$ |

Show only dollar amount to be received from State Treasury. Budget Revisions MUST be submitted to Treasury for approval prior to the expenditure of funds.
 (1) Use separate Attachment for each State Fiscal Year's appropriation (even if funds are used for the same project).
 (2) Provide detail actual expenditure information on Attachment 2-Supplement for this item.

kb1262RM94

 1/9/08 Date
 12/31/09 Exp. Rept. Prepared by: Date
 6/30/09 Exp. Rept. Prepared by: Date

Budget Prepared by: Arthur L. Verret

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

| | |
|--|--|
| Name (as shown on your income tax return) City of Jeanerette | |
| Business name, if different from above | |
| Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Other Governmental | <input type="checkbox"/> Exempt from backup withholding |
| Address (number, street, and apt. or suite no.) P. O. Box 209 | Requester's name and address (optional) |
| City, state, and ZIP code Jeanerette, Louisiana 70544-0209 | |
| List account number(s) here (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.


| | | | | | | | | |
|--------------------------------|---|---|---|---|---|---|---|---|
| Social security number | | | | | | | | |
| | | | + | | + | | | |
| or | | | | | | | | |
| Employer identification number | | | | | | | | |
| 7 | 2 | 6 | 0 | 0 | 0 | 5 | 7 | 7 |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

| | | |
|------------------|--|-----------------------------|
| Sign Here | Signature of U.S. person  | Date January 9, 2009 |
|------------------|--|-----------------------------|

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.